

Chukwumereije Otuonye

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Skills Summary

- Documentation
- Report Writing
- Regulation Enforcement
- Quality Control
- HIPPA
- Data Entry
- Professional Research
- Care plan development
- Communications

Professional Experience

Department of Human/OCYF– Licensing Technician

Philadelphia, PA

June 2018 - Present

Develops and maintains a good working rapport with intra-department personnel and meets with administration, medical, and nursing staff, and other related departments for collaboration and planning on resident care.

- Conducts initial, annual, interim and provisional follow-up
- Conducts complaint and incident inspections
- Assists in the relocation of residents from noncompliant facilities to new living arrangements
- Works Cooperatively with state laws and regulations
- Plans and directs licensing inspections in collaboration other licensing representatives
- Prepares licensing packets in accordance with policies and procedures

Melmark – Clinical Associate

Philadelphia, PA

July 2016 - June 2018

Develops and maintains a good working rapport with intra-department personnel and meets with administration, medical, and nursing staff, and other related departments for collaboration and planning on resident care.

- Update and maintain clinical data management system for client case load
- Maintain logs for residential treatment facility
- Monitor and evaluate resident assessments
- Verification of study data and patient records

St. Christopher’s Hospital for Children – Health Tech

Philadelphia, PA

Nov. 2015 - July 2016

Develops and maintains a good working rapport with intra-department personnel and meets with administration, medical, and nursing staff, and other related departments for collaboration and planning on resident care.

- Following HIPPA guidelines and regulations in daily activities
- Greeting patients and completing admission formalities
- Collecting and documenting medical history, identify and address proof of patients
- Answered phone calls and arranged for pick up and drop of patients from and to their homes
- Monitored and made certain that individuals take their daily medication

Education

Community College of Philadelphia

A.A Liberal Arts

References

Available Upon Request